

HAMILTON COUNTY JOB OPPORTUNITY

Posting Number: 154

December 28, 2005

POSITION: Forensic Assistant

DEADLINE TO APPLY: January 11, 2006

CLASSIFICATION: Morgue Assistant

DEPARTMENT: Hamilton County Coroner

LOCATION: 3159 Eden Ave.

Cincinnati, Ohio 45219

WORK HOURS: 80 hrs. Bi-weekly; Must be available to work a variable schedule including Holidays & Weekends. (7:00 a.m. - 5:00 p.m.)

FLSA STATUS: Hourly/FLSA Non-Exempt

SALARY: \$13.91 Hourly

Listed below are the MINIMUM QUALIFICATIONS that must be met in order to be considered:

Completion of secondary education; must also be able to follow detailed instructions, copy records and use simple addition and subtraction; ability to move whole body quickly and easily; ability to move 100 pounds.

Listed below are Working Conditions of the position:

Exposure to bodily fluids, bloodborne and airborne diseases and viruses, and use of sharp tools and motorized equipment.

Listed below is a brief summary of the JOB DUTIES:

Assists pathologist in performing postmortem examination; prepares bodies for postmortem examinations; receives and releases bodies with accurate completion of paperwork; cleans work areas after use; orders autopsy supplies and morgue equipment. Assists pathologists in performing postmortem examinations (e.g., prepares bodies, prints body parts for positive identification; radiographs bodies and develops radiograph photos; arranges necessary instruments and equipment; reconstructs and cleans bodies following postmortem examinations; prepares autopsy tissue for storage and assures proper storage and disposal; cleans and disinfects autopsy room and instruments). Receives and releases bodies as needed with accurate completion of paperwork and computer entries (e.g., itemizes all personal effects taken from bodies; secures signature of person delivering body to morgue; verifies personal effects are documented completely and accurately; identifies and itemizes clothing removed from bodies; completes admission and release records). Cleans work areas, equipment and instruments following completion of autopsies; orders and/or stocks autopsy and morgue supplies and equipment. Maintains autopsy tissue (e.g., prepares tissues, labels containers, assures proper storage, assures proper retention and disposal according to established guidelines). Performs duties of custodial worker in his absence, including but not limited to floor care, restroom cleaning, trash and snow removal. Performs other related duties as assigned by Coroner or his representative.

HOW TO APPLY FOR THE POSITION:

Apply IN PERSON or SEND your resume/application to the following address:

Hamilton County Personnel Department
County Administration Building
138 East Court Street, Room 707
Cincinnati, OH 45202

FAX your resume/application to: (513) 946-4720

E-MAIL your resume/application to: applyonline@hamilton-co.org

NOTE: Applications for Hamilton County positions are considered public records under Ohio's Public Records Act. As a public record, applications maintained by the County are made available to any person requesting to view them.